

**MASSACHUSETTS NATIONAL GUARD  
FAMILY PROGRAM OFFICE**

**Family Readiness Group  
Charter Packet**

## BRIEF EXPLANATION OF CHARTER PACKAGE

### *What is a Charter?*

A Charter is an official Massachusetts National Guard Family Program document signed by the Adjutant General that recognizes the Family Readiness Group (FRG) as an important part of the unit and its mission. The Charter shows that the Family Readiness Group has the support from the unit Command with the group's leadership being provided by family members. Chartering makes the organization of the group official as a Family Readiness Group.

### *Why do we need to be Chartered?*

The Family Readiness Group (FRG) should be Chartered so they can be legally recognized as an integral part of the unit and its mission. By being Chartered the FRG receives many benefits, such as postage, use of office space and equipment, education opportunities and the ability to fundraise for their FRG needs.

### *What is in the Charter Package?*

The Charter Package consists of the Guidelines for both the Commander and the Military Point of Contact and shows examples of job descriptions for the positions of Chairperson and Treasure for the Family Readiness Group.

The FRG Charter Application is three pages and needs to be signed by the Commander as well as the FRG's Chairperson. The Military Point of Contact will be able to answer many of the questions in the Charter.

Appendix A is the FRG Guidelines and can be updated at any time when there is a change of goals or activities/functions. Appendix A should be completed on FRG letterhead.

Appendix B and C need to be completed by the Commander stating that he has given his authorization for the forming of the FRG and that he approves of the goals, responsibilities, structure/organization and the future activities and functions planned. **Unit letterhead is needed** to complete Appendix B and C.

Whenever there is a change of Command in the unit a Family Readiness Group update needs to be filled out along with a new Appendix B and C completed by the incoming Command.

Otherwise, a Charter lasts two years with updates being performed to check for changes.

## COMMANDER'S GUIDELINES

1. Introduction. The following is provided as guidance to assist commanders in developing and maintaining a Family Program within their unit(s). For further guidance/direction contact the State Family Program Office.
2. Major Duties and Responsibilities.
  - A. Goals

Include Family Program activities and projects in yearly training plan.
  - B. Promotion
    - Maintain organization of Family Program.
    - Actively sanction the Family Program.
    - Recruit a volunteer point of contact (FRG Chairperson).
    - Appoint a unit service member as a Unit Military Point of Contact (MPOC).
    - Encourage participation of unit service members in Family Program.
    - Establish an atmosphere of care and concern for service members and their families.
    - Provide opportunities for service members and their families to network through unit functions, newsletters, and Family Program training.
  - C. Support
    - Schedule conference time quarterly with the Unit MPOC and FRG Chairperson
    - Provide adequate space at the unit's location for FRG Volunteers to store equipment and supplies.
    - Provide postage for mailings to families and service members as budget allows.

## **MILITARY POINT OF CONTACT (MPOC) GUIDELINES**

1. Introduction. The following is provided as guidance to assist the MPOC's. This position will be an additional duty position and will be accomplished in conjunction with other assigned duties. Primary responsibility will be to act as a liaison between the Family Program Volunteers and the Unit Commander.
2. Major Duties and Responsibilities.
  - A. Serve as Military Point of Contact for:
    - Commanders.
    - Volunteers – family and service members.
    - State Family Program Coordinator.
  - B. Promotion.
    - Integrate the Family Program into as many unit activities as possible.
    - Educate commanders, service members, and the community about the Family Program.
  - C. Support.
    - Work closely with State Family Program Office, Commander and unit Family Program volunteer(s) in order to stay informed.
    - Work closely with unit recruiting and retention personnel.
  - D. Maintain Information.
    - Inform unit Commander of all Family Program events, activities, or training.
    - Ensure duty appointment for Unit FRG Representatives are current and proper distribution is made.
    - Inform Unit FRG of new service and family members or other changes for sponsorship purposes.

**\*\*Unit Name\*\***

**TITLE: Family Readiness Group Chairperson (FRGC)**

**NAME OF VOLUNTEER:** \_\_\_\_\_

**MAJOR OBJECTIVE:** To assist the Commander and State Family Program Coordinator in implementing the Family Program. This objective can be met by training and assisting unit family members in organizing and sustaining the unit's (detachment/company/battery/base/squadron/unit) Family Readiness Group (FRG).

**RESPONSIBILITIES:**

1. Works under the direct supervision of the unit Commander in implementing and sustaining the unit's FRG.
2. Provides direction and supervision of the volunteer Family Readiness Group to assure conformity with governing policies and regulations; identifies needs of support group; works closely with the assigned military family point of contact to ensure success of the program.
3. Presides at FRG meetings and appoints committee chairpersons. Acts as point of contact for family members, represent unit and families at meetings, workshops and conferences or ensures that unit is represented at said activities by a unit family member if requested.
4. Coordinates with the Commander to provide required information on family benefits and entitlements at least annually.
5. Assist the unit Commander in planning and conducting family days, awards ceremonies and other events involving families.
6. Keep the unit Commander and unit assigned military family point of contact informed of events or activities planned. Ensure planning meetings are conducted for such activities. Helps to ensure unit's compliance with the Family Program Quarterly Report. Makes information regarding FRG activities available to the Command.
7. Ensure that an FRG Telephone Tree is established and all phone numbers are current.
8. Assist the unit's FRG leadership in recruiting volunteers to form FRG subcommittees. Examples of these committees are: Sponsorship or Welcom, Social Activities, Newsletter, Secretary (Historian), Treasurer. These committees are to be used as examples of family involvement within the unit.
9. Provides the unit Commander and the FRG leadership information regarding the Family Program which can be published in the unit's bulletin and FRG's newsletter.
10. Reports the progress of the FRG to the unit Commander. This would include any problems and recommended solutions. The timeliness is key.
11. Assist the unit Commander and the FRG in the support of family members who are experiencing problems or other events which may impact upon the family. The decision for this type of support would be identified and approved only by the Commander.
12. Submit any unit FRG leadership changes, with addresses and phone numbers to the State Family Program Office as they occur.

***Family Readiness Group Chairperson (FSGC) (cont)***

13. Ensure that the unit's FRG leadership is provided use of unit facilities (to conduct meetings) and equipment for FRG official business. Examples are: copy machine, computers, file cabinets, typewriters, office supplies, etc., this is based on Commander's approval and availability.
14. Ensure FRG members and other unit family members have available materials as they relate to family issues. Examples are: state/unit newsletters, fact sheets, brochures, bulletins, regulations, and other published information.
15. Provide (with assistance from the State Family Program Coordinator and State Volunteers) training to the unit's civilian volunteers on organizing, implementing and sustaining an FRG.
16. Perform other duties as assigned by the unit Commander or the State Family Program Coordinator.
17. Become familiar with FRG regulation – STARC Mobilization Plan 89, Appendix E-1; FORSCOM 500-3-3, pages 11, 50,51,NGR 600-12/ANGR 211-1; DA PAM 608-47; TAGMA PAM 608-13 or TAGMA ANG PAM 211-02; What's Next? A Guide to Family Readiness. Consult with State Family Program Coordinator with questions concerning the Family Program.

**QUALIFICATIONS:** The individual should:

- Believe in the National Guard Family Program
- Have the DESIRE and COMMITMENT to work with unit families.
- Have the KNOWLEDGE to assist in educating unit family members.
- Have the TIME to assist/support volunteer family members in organizing and sustaining the unit's FRG.
- Possess leadership and organizational skills.
- Have a mature, responsible, and positive attitude.
- Have the ability to get along well with others and not be judgmental or argumentative.

**ACCOUNTABILITY AND SUPERVISION:** The FRGC works independently under the broad guidance and supervision of the unit Commander. All FRG activities should have the knowledge and approval of the Commander. Performance should be evaluated (with input from the FRGC) at least annually. FRGC is also responsible to ensure all FRG activities adhere to guidance issued by the State Family Program Office.

**TRAINING:** As provided by the State Family Program Office and the unit Commander through on the job training and State Family Program sponsored regional/state workshops.

**HOURS:** Hours are flexible as determined by the needs of the unit's FRG, the Commander and individual concerned.

## Massachusetts National Guard Family Program

**COMMITMENT:** The minimum commitment is one year unless changed by mutual agreement of the unit Commander and the FRGC. May be renewable based upon approval of the Commander.

**BENEFITS:**

-The FRGC may be privileged with information provided by the unit Commander and higher headquarters as deemed necessary and appropriate.

-Upon availability, and with the approval of the unit Commander, the following support may be provided; office space, office supplies, use of the phone, copier and mailing privileges to conduct official unit FRG business. Usage is considered a “privilege” and not a right.

-The FRGC will gain recognition as the unit’s Family Program representative.

\_\_\_\_\_  
Commander’s Signature

\_\_\_\_\_  
FRG Chairperson’s Signature

\_\_\_\_\_  
Date

**NOTE: THIS JOB DESCRIPTION IS PROVIDED AS GUIDANCE FOR USE BY UNIT COMMANDERS AND FRGCs. MODIFICATIONS SHOULD BE AGREED UPON IN WRITING BY THE UNIT COMMANDER AND THE FRG CHAIRPERSON.**

## Massachusetts National Guard Family Program

### **\*\*Unit Name\*\***

**TITLE:** Family Readiness Group (FRG) Treasurer

**MAJOR OBJECTIVE:** To keep a complete and accurate record of all income and expenses, and is custodian of all funds for the unit's (detachment/company/battery/squadron/flight) FRG.

**RESPONSIBILITIES:**

1. To work with, and under the direct supervision of the unit Commander in an effort for the FRG to comply with all Army/Air Force military regulations (AR 210-1 and AFR 211-24)
2. To ensure the unit's FRG does not exceed a net worth in excess of \$1,000 (If funds exceed \$1,000 contact State Family Program Office for guidance).
3. To work in partnership with the unit's FRG Chairperson and the Military Point of Contact (MPOC) to ensure effective and efficient management of the FRG.
4. To open and establish a non-interest bearing checking account and deposit all funds of the unit's FRG into a financial institution that is federally insured.
5. To obtain signature cards from the financial institution for the new Chairperson and Treasurer the following year, and when any changes occur during the year.
6. To keep records up to date on the unit's FRG checking account and be able to report at all meetings on the finances of the FRG.
7. To provide a written financial report annually (or upon request) to the unit Commander and FRG Chairperson on the financial status of the FRG's account.
8. To obtain from the unit Commander his/her annual audit certification review of the FRG fund account.
9. To obtain the unit Commander's written approval for expenses and future obligations.
10. To work with the fundraising committee chairperson for accountability and expenditure of funds.
11. To prepare a budget report for the coming year's activities.
12. To serve as part of the unit's FRG leadership, and to assist the FRG Chairperson where needed.
13. To work with unit's FRG Chairperson, MPOC, and the other FRG leadership in recruiting volunteers to form FRG subcommittees to perform the required duties of the FRG.
14. To accurately complete the FRG's Treasurer's section on the required semiannual report, so the report can be transmitted through channels to arrive at the State Family Program Office by the suspense.
15. Other duties as determined by the unit Commander or directed by the State Family Program Office.
16. The FRG Treasurer will not misrepresent him/herself as an employee of the Massachusetts National Guard, Commonwealth of Massachusetts Government, or the United State Government.

**QUALIFICATIONS:** The individual must:

- Have the DESIRE and COMMITMENT to work with unit families.
- have the TIME to assist/support volunteer family members in



***Family Readiness Group Treasurer (cont)***

- organizing and sustaining the unit's FRG.
- Have the KNOWLEDGE to assist in educating unit family members.
- Possess leadership skills.
- Have good mathematical skills and some bookkeeping experience preferred.
- Have an attention to detail.
- Have a mature, responsible, and positive attitude.
- Work well with others.

**TRAINING:** As provided by the State Family Program Office, on the job training, the unit Commander and MPOC. May include regional/state workshops sponsored by the State Family Program Office.

**WORK HOURS:** Hours are flexible as determined by the needs of the unit's FRG and Commander.

**COMMITMENT:** The minimum is one year unless changed by mutual agreement of the unit Commander and the FRG Treasurer. Contract is renewable based upon favorable performance evaluation. However, no FRG Treasurer should exceed three years.

**ACCOUNTABILITY AND SUPERVISION:** The FRG Treasurer works independently under the guidance and supervision of the unit Commander. Performance should be evaluated (with input from the FRG Chairperson, MPOC, and FRG members) at least quarterly (verbally), and annually (written).

**BENEFITS:**

- The FRG Treasurer will be privileged with information provided by the unit FRG Chairperson, MPOC, Commander, and higher headquarters as Deemed necessary and appropriate.
- The unit Commander will provide the FRG Treasurer, office space, office supplies, use of the phone, copier, and mailing privileges to conduct official unit FRG business.
- The FRG Treasurer will receive training as necessary.
- The FRG Treasurer will be able to utilize volunteer experience on their professional resume.
- The FRG Treasurer will gain recognition as the unit's Family Program representative.

**NOTE: THIS JOB DESCRIPTION IS PROVIDED AS GUIDANCE FOR USE BY THE UNIT COMMANDER AND FRG TREASURER. MODIFICATIONS MUST BE AGREED UPON IN WRITING BY THE UNIT COMMANDER AND FRG TREASURER.**

Massachusetts National Guard Family Program

**APPLICATION FOR FAMILY READINESS GROUP CHARTER**

**TO:** State Family Program Office  
14 Minuteman Lane  
Wellesley, MA 02481

**FROM:** \_\_\_\_\_  
(Unit Designation)

\_\_\_\_\_  
(Mailing Address)

This organization, along with several of its interested family members, desires to Form a Family Readiness Group (FRG). The unit Military Point of Contact will be \_\_\_\_\_ whose place of duty is at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Military POC's work telephone number is (\_\_\_\_) \_\_\_\_\_. Military POC's full-time job title with the Massachusetts National Guard is \_\_\_\_\_. The Alternate Mil Point of Contact will be \_\_\_\_\_. Whose place of duty is at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. Alternate Mil POC's work telephone number is (\_\_\_\_) \_\_\_\_\_. The FRG Volunteer POC (Chairperson) will be \_\_\_\_\_ who lives at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. The FRG Volunteer POC can be reached during weekdays at (\_\_\_\_) \_\_\_\_\_ and In the evenings and on weekends at (\_\_\_\_) \_\_\_\_\_. The FRG Volunteer Treasurer will be \_\_\_\_\_ who lives at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. The FRG Volunteer

Massachusetts National Guard Family Program

Treasurer can be reached during weekdays at (\_\_\_\_) \_\_\_\_\_ and in

The evenings and on weekends at (\_\_\_\_) \_\_\_\_\_.

Other family members who are interested in participating in FRG Activities are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following basic administrative support is available to support the FRG activities:

\_\_\_\_\_ Expendable office supplies

\_\_\_\_\_ Typewriter or computer access

\_\_\_\_\_ Copier access

\_\_\_\_\_ Other.. \_\_\_\_\_

Training aid support, such as audio-visual equipment is available upon request: Yes\_\_ No\_\_

Space for FRG to conduct its meetings and other activities has been identified. That area is at

\_\_\_\_\_  
(Location)

Postage for official mailings will be made available IAW DA Pamphlet 608-47 (para 4-23), AR 340-3, and DODI 4525.8.

FRG personnel will have access to telephones, numbers (\_\_\_\_) \_\_\_\_\_ and/or

(\_\_\_\_) \_\_\_\_\_ in order to conduct FRG business when the equipment is not in use for normal business.

In consideration of the above arrangements, the FRG will:

\_\_\_\_\_ Undertake projects and activities which will enhance the wellness and preparedness of the family members.

\_\_\_\_\_ Such activities and projects will be chose, planned, and carried out by the FRG.

\_\_\_\_\_ Provide informal monthly updates to the unit on FRG plans and projects.

Massachusetts National Guard Family Program

\_\_\_\_\_ Request support for planned activities from the unit in sufficient time to allow for appropriate response.

\_\_\_\_\_ Provide communication link between the unit, and participating family members.

\_\_\_\_\_ Identify family member concerns to the unit, ideally before the concerns become problems.

Request that charter be effective for two years from date of issues.

The FRG has chosen to be referred to as \_\_\_\_\_.

However the Charter will be issued in the Unit's Name.

\_\_\_\_\_  
Commander's Signature

\_\_\_\_\_  
FRG Chairperson's Signature

\_\_\_\_\_  
Printed Name of Commander

\_\_\_\_\_  
Printed Name of FRG Chairperson

\_\_\_\_\_  
Unit

\_\_\_\_\_  
Mailing Address:

\_\_\_\_\_  
Mailing Address:

**Attachments:**

- 1. FRG Guidelines (Reference Appendix A)**
- 2. Commander's Memorandum of Approval and Volunteer Appointments (Reference Appendix B)**
- 3. Memorandum of Appointment for FRG Treasurer (Reference Appendix C)**
- 4. FRG Update and Roster of FRG Officers to include name, address, phone number and position.**

## **FAMILY READINESS GROUP GUIDELINES**

**Unit Name:** \_\_\_\_\_

1. **PURPOSE:** To establish and maintain a unit Family Readiness Group capable of facilitating ongoing communication, involvement, support and recognition between Guard Families and this Unit in a partnership that promotes the best in both.

2. **GOALS:** *(To be revised as needed)*

- Family Readiness – realized through education and training,
- Provide support to Guard Members and Guard Families.

3. **RESPONSIBILITIES:**

- Unit Commander:
  - Implements a Unit Family Readiness Group
  - Provides funding for authorized expenditures, i.e., photocopy, fax, postage, and newsletters, etc.
  - Informs families of mission benefits and mobilization requirements, at least once annually.
- Military Point of Contact (MPOC):
  - Provides information to Family Readiness Group Chairperson/Lead Volunteer (FRGC), i.e., unit members, family information, family alert rosters, notifying the FRGC about unit functions, family days, etc. and allowing him/her to participate,
  - Provides resources to FRGC as provided by regulation, i.e., photocopy, fax, postage, office space (if available), interview with commander, invitational travel orders (ITOs) if required,
  - Coordinates periodic family briefings,
  - Ensures the Family Readiness Group is mission oriented.
- Family Readiness Group Chairperson/Lead Volunteer (FRGC):

[APPENDIX A]

## Massachusetts National Guard Family Program

- Acts as ex-official member of the Commander's staff, i.e., acts as liaison between commander and family members, makes recommendations to commander and MPOC on family matters,
- assists military members in planning family events and activities, works directly with retention personnel (at commander's direction),
- Sets up volunteer network to assist families,
- Provides information to unit members and their families via newsletters and telephone trees,
- Works with MPOC and commander on annual family briefing for dependents,
- Signs volunteer release, DA Form 4712R

4. **STRUCTURE/ORGANIZATION CHART:** SEE ATTACHED (Insert Names)

5. **ACTIVITIES/FUNCTIONS:** Include, though are not limited to, the following:

- Telephone Tree
- Newsletter
- Training
- Recognition
- Family Socials
- Youth Events
- Community Awareness
- Family Sponsorship

\_\_\_\_\_  
(Commander's signature)

\_\_\_\_\_  
(FRGC's signature)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(date)

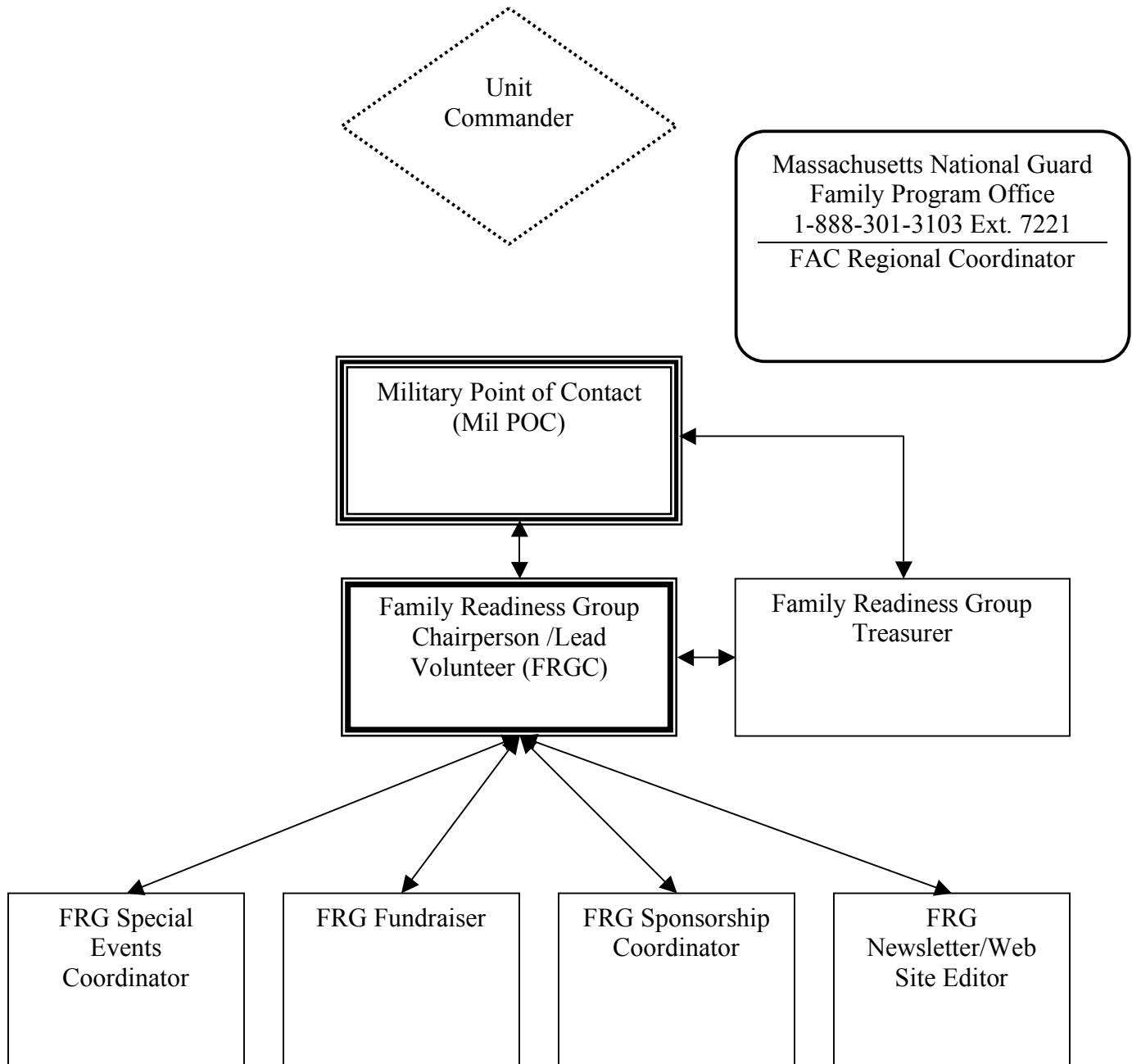
[APPENDIX A]

Massachusetts National Guard Family Program

APPENDIX A

ORGANIZATIONAL CHART

Unit Name: \_\_\_\_\_ Date: \_\_\_\_\_



Massachusetts National Guard Family Program

***FORMAT***  
***(Unit Letter Head)***

***(Current Date)***

MEMORANDUM THRU: STATE FAMILY PROGRAM OFFICE, HQ STARC,  
14 Minuteman Lane, Wellesley, MA 02481

FOR: ***(Insert Unit Name) Family Readiness Group***

SUBJECT: Approval and Appointments for Unit Family Readiness Group Chairperson

1. Effective ***(date)***, approval is granted for the above named Family Readiness Group to operate and function as a part of my staff to provide support to the guard members and families of the above named unit.
2. \_\_\_\_\_***(Military POC name, tel #)*** \_\_\_\_\_ will serve as my Military Point of Contact to provide assistance to the above named Family Readiness Group.
3. \_\_\_\_\_***(Chair name, Address, tel#)*** \_\_\_\_\_ is appointed/elected as the above named Family Readiness Group Chairperson/Lead Volunteer.

\_\_\_\_\_***(UNIT CDR)***\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(rank, unit)

Commanding

CF:  
Military Point of Contact  
Family Readiness Group Chairperson

[APPENDIX B]



Massachusetts National Guard Family Program

***FORMAT***  
***(Unit Letterhead)***

***(Current Date)***

MEMORANDUM THRU: STATE FAMILY PROGRAM OFFICE, HQSTARC,  
14 Minuteman Lane, Wellesley, MA 02481

FOR: ***(volunteer's name, address, Tel#)***

SUBJECT: Appointment for Unit Family Readiness Group Treasurer

4. Effective ***(date)***, I confirm the appointment as Treasurer of the ***(Insert unit name)*** Family Readiness Group for ***(period or length of time agreed upon by both parties)***.
5. Your activities as treasurer must be in compliance with regulations established by the State Family Program Office in accordance with appropriate Military Regulations. Your Point of Contact on my staff is \_\_\_\_\_ ***(insert name of unit military POC)*** \_\_\_\_\_ .

\_\_\_\_\_  
(signature) ***(UNIT CDR)*** \_\_\_\_\_

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(rank, unit)

Commanding

CF:  
Military Point of Contact  
Family Readiness Group Treasurer

[APPENDIX B]

## Family Readiness Group Status

UNIT and ADDRESS:

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TELEPHONE NUMBER:

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MILITARY POC:

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COMMANDER'S NAME:

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HOR:

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HOME PHONE:

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UNIT RETENTION NCO:

---

SUB MAJOR COMMAND:

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CHARTERED: YES ☐ NO ☐

DATE CHARTERED

FRG Chairperson:

FRG Treasurer:

Last Meeting:

How many attended?

How often does the FRG meet?

What was their last project?

Successful? Yes ☐ No ☐ Attendance No.

List any events, activities, or functions sponsored by the FRG this last reporting period:

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Are you planning any future projects? Yes ☐ No ☐

List any future projects or fund-raisers planned:

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Areas of concern:

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## Family Readiness Group Status Continued...

Are the members of the FRG interested in formal training concerning the establishment of a telephone tree, fundraising or any other activity? \_\_\_\_\_

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Is there contact between FRG, Military POC, and Unit Commander? Yes \_\_\_\_\_ No \_\_\_\_\_

Does the FRG have any issues or concerns that need to be forwarded to the State Family Program Office?

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COMMENTS:

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*Note: Please provide a copy of this form to the Family Program Office.*

***Families Matter***

# Family Readiness Group Roster

Unit: \_\_\_\_\_

Name

Address

Telephone

Title

[illegible]

## Massachusetts National Guard Family Program